

# Adequate Yearly Progress (AYP) Appeals Process

## Procedure and Timeline

### **PROCEDURE**

The Adequate Yearly Progress (AYP) Appeals Process developed by the Arizona Department of Education (ADE) provides schools the opportunity to appeal 2002-2003 AYP determinations. In accordance with Title I, Section 1116 of the No Child Left Behind Act of 2001 (NCLB), the ADE will allow schools to appeal their respective AYP determinations for statistical and/or substantive reasons.

### **Step 1: Data Verification**

The first step in completing the AYP Appeals Process requires *all* schools to review and verify all data in order to confirm accuracy.

To review data used to determine AYP, access the AZ LEARNS/Adequate Yearly Progress (NCLB) Application through the Common Logon located at the ADE's Web site at [www.ade.az.gov](http://www.ade.az.gov) and follow these steps:

1. Click on COMMON LOGON
2. Enter your USER NAME ACCOUNT and PASSWORD
3. Click CONTINUE
4. The Application Access Menu will provide you with a list of options; click on AZ LEARNS/Adequate Yearly Progress (NCLB)
5. All data must be reviewed and updated. Please follow the directions provided in the application. Please review the Instructions and Glossary before accessing these data.

If you experience any difficulties with the Logon or Password, please contact the ADE at [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Technical problems should be directed to your District Technical Department or your local Regional Training Center.

Please keep in mind that charter schools with multiple sites must review data for each site. Any district/school/charter school that fails to complete the verification process will forfeit the right to appeal the AYP determination.

## **Step 2: Appeal Application**

School principals/administrators appealing an AYP determination for statistical reasons must base their appeal on one or both of the following two circumstances:

- Secondary schools that did not meet the required 95 percent student participation rate (total student population and/or disaggregated student subgroups) on the state mandated assessments (AIMS) for reading and mathematics; and/or
- The inclusion of invalid assessment and/or other relevant data in calculations utilized for the AYP determination.<sup>1</sup>

To initiate an appeal (based on statistical or substantive grounds) schools/principals must complete the following steps:

1. School principals/administrators choosing to appeal an AYP determination for statistical reasons must complete the AYP Appeal Application which can be accessed via the Common Logon during the specified timeframe (detailed on pages 3-4 of this document) in order to indicate the exact issue(s) of appeal.
2. The AYP Appeal Application can be accessed via the ADE's Web site at [www.ade.az.gov](http://www.ade.az.gov) by follow these steps:
  1. Click on COMMON LOGON
  2. Enter your USER NAME ACCOUNT and PASSWORD
  3. Click CONTINUE
  4. The Application Access Menu will provide you with a list of options; click on Adequate Yearly Progress (NCLB) Appeal

3. Any additional contact required during the appeals process must occur via e-mail. Please contact Research and Policy via the Achieve e-mail account at [achieve@ade.az.gov](mailto:achieve@ade.az.gov). Please include the following information in all correspondence with the ADE:
  1. School name
  2. District name
  3. School CTDS and Entity ID
  4. District CTDS and Entity ID
  5. Contact Information (name, phone number, e-mail address)
  6. AYP appeal identification number
4. The ADE, if necessary, may request that a school principal/administrator provide additional information/evidence to assist in the appeals process. Only those requests for appeal that are provided during the specific timeframe will be included in the appeals process. Requests submitted after the specified timeframe will be excluded from the appeals process.

School principals/administrators choosing to appeal an AYP determination for a substantive reason(s) must clearly articulate the issue(s) they believe merits an appeal through the AYP Appeal Application. School principals/administrators must submit evidence that the issue(s) they believe merits an appeal directly resulted in a *significant* decrease in student academic achievement as demonstrated on AIMS and/or a decrease in student attendance during the administration of AIMS.

### **TIMELINE FOR PRIORITY TITLE I SCHOOLS**

July – August, 2003	The ADE will begin to process AIMS data and other relevant data in order to calculate AYP determinations.
August 15, 2003 (Projected)	The ADE will provide schools with AIMS assessment data and other relevant data and calculations.

August 15, 2003 – August 27, 2003	AYP data verification application is open. Please note this application will close at 5:00 p.m. on August 27, 2003.
August 29, 2003	The ADE will submit preliminary AYP determinations to priority Title I schools (i.e., those schools that may be identified for federal school improvement [Years 1 and 2] or corrective action). These preliminary AYP determinations will be embargoed until the final AYP determinations for schools identified for federal school improvement (Years 1 and 2) or corrective action are released to the public on September 29, 2003.
August 29, 2003 – September 3, 2003	Priority Title I schools are given the opportunity to appeal the AYP determination for statistical or substantive reasons. Schools choosing to appeal the AYP determination must follow the procedure detailed on page 1 of this document. Please note the deadline to appeal is 5:00 p.m. on September 3, 2003.
September 4, 2003 – September 28, 2003	The ADE will process all appeals filed by the appeals deadline for priority Title I schools.
September 29, 2003	The ADE will release to the public the final AYP determinations for priority Title I schools (i.e., those identified for federal school improvement [Years 1 and 2] or corrective action).

### **TIMELINE FOR ALL REMAINING SCHOOLS**

September 15, 2003	The ADE will submit preliminary AYP determinations to all schools (other than priority Title I schools). These preliminary AYP determinations will be embargoed until the final AYP determinations for priority schools are released to the public on October 15, 2003.
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September 15, 2003 – September 17, 2003	Schools receiving preliminary AYP calculations on September 15 are given the opportunity to appeal the AYP determination for statistical or substantive reasons. Schools choosing to appeal the AYP determination must follow the procedure detailed on page 1 of this document. Please note the deadline to appeal is 5:00 p.m. on September 17, 2003.
September 18, 2003 – October 9, 2003	The ADE will process all appeals filed by the appeal deadline for remaining schools (non-priority Title I schools and non Title I schools).
October 10, 2003	Schools will be notified about the final outcome of the appeals process.
October 15, 2003	The ADE will release to the public the final AYP determinations of all schools (other than priority Title I schools). The ADE will also release the Achievement Profile designations for each elementary and secondary school as mandated by A.R.S. §15-241 (AZ LEARNS).

(Endnote)

<sup>1</sup> It should be noted that *new schools* (schools that began operating during the 2002-2003 academic year) may not take advantage of the Safe Harbor Provision established by NCLB (see NCLB Overview document) due to the fact that the Safe Harbor Provision requires two consecutive years of assessment data. For the same reason, schools missing 2002 AIMS data and/or 2003 AIMS data may not take advantage of the Safe Harbor Provision for the grade/subject combination for which there is no data.